

**Town of Grafton
Grafton Historical Commission**

REQUEST FOR QUOTES
Grafton Community-wide
Historic Properties Survey Update

Date of Advertisement:

Monday, August 26, 2019

SUBMISSIONS DUE:

Wednesday, September 25, 2019, 12:00 pm

Late Submissions Will Be Rejected

DELIVER COMPLETED SUBMISSIONS TO:

Town of Grafton
Town Administrator's Office
Grafton Municipal Center
30 Providence Road, Grafton, MA 01519

For further information, please contact:

Joseph Laydon, Town Planner
at 508-839-5335 x1120
planningdept@graffton-ma.gov

**TOWN OF GRAFTON,
GRAFTON MUNICIPAL BUILDING
30 PROVIDENCE ROAD, GRAFTON, MA 00010**

REQUEST FOR QUOTES

**Grafton Community-wide
Historic Properties Survey Update**

The goal of this solicitation is to provide the best value of commodities and services to achieve the procurement goals of the Town of Grafton (Town). The Town may negotiate a change in any element of contract performance or cost identified in the original request for the selected bidder or the selected bidder or contractor's response that results in a lower cost or more effective or better value than was presented in selected bidder or contractor's original response.

Costs that are not specifically identified in the Bidder's Response and accepted by the Town as part of a Contract, will not be compensated under any contract awarded pursuant to the RFQ. The Town will not be responsible for any costs or expenses incurred by Bidders responding to this RFQ.

The Town makes no guarantee that any Commodities or Services will be purchased as a result of this solicitation.

The purpose of this solicitation is the selection of a qualified historic preservation consultant to provide professional research and documentation services to complete a historic properties survey meeting current Massachusetts Historical Commission survey standards.

I. INTRODUCTION

The Town of Grafton (Town) is seeking responses from qualified historic preservation consultants to undertake an intensive-level, community-wide survey of cultural and architectural resources in the town of Grafton. This Request for Quotes (RFQ) stipulates the procedures and requirements to be used by the Town in its selection for consulting services. The project will be divided into four phases, to be completed over a nine-month period:

- ❖ PHASE I – Identification of documentary materials available for the project and development of methodology;
- ❖ PHASE II – Identification of properties to be surveyed and production of sample inventory forms;
- ❖ PHASE III – Production of complete draft inventory forms for review by the Grafton and Massachusetts Historical Commissions;
- ❖ PHASE IV – Production of final inventory forms, reports and maps.

The Town will evaluate all timely responses to ensure that all required submittals have been included in responses and that all responses meet the selection criteria. Proposals that are deemed to be complete shall be presented to a selection committee consisting of the Town Administrator (or designee), Town Planner, and members of the Grafton Historical Commission. Complete responses that meet the selection criteria

will also be reviewed by the Massachusetts Historical Commission (MHC) before an award can be made. Bidders must provide fee amounts for these four tasks in their proposal. The Town has established a budget not to exceed \$30,000.

All questions regarding this Request for Quotes must be received by the Town no later than 10:00 AM on Wednesday, September 18, 2019 and addressed to the attention of Joseph Laydon, Town Planner, Town of Grafton and may be e-mailed, and if e-mailed must be marked in the subject line "RFQ Historic Properties Survey" to planningdept@graffton-ma.gov or faxed to (508) 839-4602.

II. PROJECT AREA

The project area will include the Town of Grafton, Massachusetts.

III. FUNDING SOURCE(S)

The Project is being funded in part by the Town of Grafton, and in part through a Massachusetts Historical Commission Survey and Planning Grant, with Federal funds from the National Park Service, U.S. Department of the Interior.

IV. PROJECT OBJECTIVES

See Attachment A for the complete Scope of Work.

Grafton's current Inventory of Historic Resources was completed in 1991. Since that time, the population has grown from 15,000 to almost 19,000 residents. Due to this growth, many of Grafton's historic resources have been lost to demolition, fire, and new housing and industrial developments. The Commission has unanimously agreed that updating the current community-wide inventory is its number one priority.

Since the loss of the historic Fisherville Mill located in a spectacular fire in 1999, the Historical Commission has been painfully aware of the losses--both large and small--of its historical and cultural resources. The Commission has worked and assisted in the documentation of other historical resources, including receiving National Register listing of the Ethan Allen Home and Workshop in North Grafton. In addition, the former Grafton State Hospital and Grafton Common have been included on the National Register. Over the past three decades, many changes have occurred to Grafton's historic landscapes and significant archaeological resources have been threatened.

Once completed, the updated survey will be a resource that will document and preserve Grafton's cultural history for residents of Grafton, the Commonwealth, and beyond. With MHC's assistance, this critical project can be undertaken before additional resources are lost.

V. SUBMISSION REQUIREMENTS; QUALIFICATIONS

Please note: any proposal that fails to include all of the above information – or is submitted by a person or persons who do not meet the qualifications outlined in Section V.B. below - will be rejected as unresponsive, and will not be afforded a complete review by the selection committee.

Five (5) copies of the submission must be furnished to the Town Administrator's Office for review by the Selection Committee. The overall proposal must include:

A. The identity of the individual, partnership or corporation applying for contract award, credentials of the personnel who would actually perform the work, as well as their managers, and the nature of the supervision. State the responsibilities of each of the project personnel. If the consultant intends to sub-contract the photography or any other work required in the scope of services, the sub-contractor must be identified. Sample work products are required for all personnel. This item is a major determinant in assessing the bidder's qualifications and will be incorporated as a condition in the contract to be awarded.

B. A bidder's qualifications statement, including professional qualifications and work experience attesting to capacity to perform the required work program. Include resume(s), detailing academic and professional work experience attesting to capacity to perform the required work program. Resumes are required for all project personnel. Bidders must meet the following minimum criteria:

1. Bachelor's Degree in Historic Preservation, Architectural History, History, Art History or a closely related field and at least two years full-time experience in an area relevant to the project; or
2. Master's Degree in Historic Preservation, Architectural History, History, Art History or a closely related field.

C. A detailed explanation of the bidder's approach to this project: methodology, demonstrated understanding of the scope of work and completion deadline, and the bidder's expectations of assistance and services from the Town. A technical work plan and project timeline for accomplishing the tasks described in the scope of services must be provided.

D. A client reference list, with names, addresses, telephone numbers, and e-mail addresses (if available) especially for clients for whom the proposer has performed similar services within the past five (5) years.

E. Sample work products for all personnel.

F. Any other information deemed relevant to the project, and which the proposer believes will further the competitiveness of the proposal.

G. Price Quotation Form, Bidder Signature Form, Certificate of Non-Collusion, Statement of Tax Compliance and Certificate of Vote of Corporation, as applicable (see Attachments B, C, D, and E).

VI. SELECTION CRITERIA

A. Quality and Depth of Project Experience. The bidder's response demonstrates superior experience in providing services related to the Town's requirements. The response must demonstrate a wide depth of experience with similar projects (5 or more), and prior experience with municipally, privately, or MHC-funded not-to-exceed or fixed-fee contracts. Project work samples should be of outstanding quality in content and technical presentation.

B. Qualifications of the Bidder. The bidder's resume(s) demonstrates that bidder has superior training, educational background and work experience appropriate to the project described herein and all key project personnel demonstrate professional experience well beyond the minimum requirements.

C. Desirability of approach to the project. The bidder's response demonstrates a superior approach to the subject material, an understanding of the local historic and cultural resource issues addressed by the

project, and a clear analysis of the time required for each phase of the project. The response demonstrates a strong understanding of the history and development of local architectural forms in Massachusetts communities.

D. Overall Quality of Client References. References contacted spoke favorably of the work performed by the bidder and would use them again for a similar project. References confirmed that consultant had met schedule expectations and delivered an “on-time” project.

E. Completeness and Quality of Proposal. Response is complete, concise, informative, and highly detailed. Response reflects that bidder is able to perform in a superior manner acceptable to the Town. Selection committee is completely convinced about the bidder’s ability to provide the level of services as required by the Town. Response demonstrates excellent communication and documentation skills.

VII. BASIS OF AWARD

The Town will award a contract resulting from this solicitation to the responsible bidder whose offer meets the stated requirements for technical expertise, project experience, qualifications, project approach, client references, proposal quality, and price. The Town will award the contract to the bidder whose response represents the best value to the Town.

Quotes should be submitted on Attachment B – Price Quotation Form.

VIII. PROJECT FEE

The Town has established a budget not to exceed \$30,000 for the Scope of Services described herein. Proposers must complete Attachment B – Price Quotation Form. Project fees must be provided for each of the four phases of work as described on the Form. Fees shown shall include all costs and expenses (including materials, copying, mileage, photography, etc.) necessary to complete the scope of services defined in Attachment A of this RFQ.

IX. PROJECT SCHEDULE (see Attachment A for description of work components):

- ❖ PHASE I – Identification of documentary materials available for the project and development of methodology – November 15, 2019;
- ❖ PHASE II – Identification of properties to be surveyed and production of sample inventory forms – January 10, 2020;
- ❖ PHASE III – Production of complete draft inventory forms for review by the Grafton and Massachusetts Historical Commissions – May 29, 2020;
- ❖ PHASE IV – Production of final inventory forms, reports and maps – July 17, 2020

X. SUBMISSION

Responses will be received at the Town of Grafton, Town Administrator's Office **until Wednesday, September 25th, 2019 at 12:00 pm. Responses received after that date and time will be rejected.**

The mailing address for all deliveries and walk-in service is:

Town of Grafton
Town Administrator's Office
Grafton Municipal Center
30 Providence Road, Grafton, MA 01519

XI. OTHER REQUIREMENTS

ATTACHMENT A

Town of Grafton Grafton Community-wide Historic Properties Survey Update

SCOPE OF WORK

PROJECT OBJECTIVES

The purpose of this project will be to undertake an intensive-level community-wide survey of cultural and architectural resources in the town of Grafton. This project will be structured to provide professional cultural and architectural resource survey expertise to the community. Specific project goals are as follows

- 1) To conduct a community-wide survey to assess and document approximately 120 selected cultural and architectural resources, following Massachusetts Historical Commission (MHC) survey standards and methodology
- 2) To identify contexts for National Register evaluation and to apply the National Register criteria to all resources identified in the survey;
- 3) To submit to MHC a list of individual properties and/or districts that are recommended for nomination to the National Register of Historic Places.

METHODOLOGY

The Analytical Framework:

The community-wide survey project must incorporate MHC criteria and methodology, to current standards. (See MHC's *Historic Properties Survey Manual: Guidelines for the Identification of Historic and Archaeological Resources in Massachusetts* (1992), *Survey Technical Bulletin #1* (1993), *MHC Interim Survey Guidelines* (March 1999, et seq.), *MHC Interim Guidelines for Inventory Form Photographs* (2009), and MHC's *Interim Guidelines for Inventory Form Locational Information* (2016). Both MHC survey guidelines and the tasks and products of the survey Scope of Work meet the Secretary of the Interior's *Standards and Guidelines for Identification* (1983).

The MHC criteria for conducting a community-wide survey are designed to identify the full range of cultural resources. Cultural resources are the physical elements in the landscape that remain from historical patterns of human activity. There are many components of a community's historical development that are associated with the location and type of surviving cultural resources. A community-wide survey should therefore relate cultural resources to historic patterns of architectural development, land use, economic development, social and demographic history, and events that had an impact on the community. The community-wide survey should recognize ethnic and cultural diversity within the community and seek to identify cultural resources associated with the history of the minority social and cultural groups and individuals that may have played a role in the community's history.

The *MHC Reconnaissance Survey Town Report* for Grafton and the corresponding MHC Reconnaissance Survey Regional Report, existing survey forms and National Register nominations on file with the MHC will provide a preliminary framework and base of information for this analysis. Individual forms and area

forms will expand upon the information in the *Town Report* and will relate inventoried properties to the significant themes in the historical development of the town.

Phase Meetings:

The project consists of four phases. Project personnel, both the consultant and the project coordinator, will meet with MHC staff at MHC offices in Boston to review project progress and products at the end of each phase. Work to be carried out during each phase and products due at the end of each phase, are described below.

The Inventory:

The community-wide survey will consider the full range of cultural resources in terms of period, theme, property type, architectural form and style, and geographic distribution. The survey will consider all periods of architectural and historic development from the period of first colonial European presence to circa 1970. Significant themes of historical and architectural development will be identified, and resources will be related to these themes.

The community survey will identify buildings and structures that are architecturally and historically significant in the history and development of the community. The survey will include both representative and outstanding examples of the building forms, types, and styles present in the community.

MHC individual property and area inventory forms, maps and National Register recommendations will be completed and submitted to MHC in accordance with the survey guidelines set forth in the MHC's *Historic Properties Survey Manual: Guidelines for the Identification of Historic and Archaeological Resources in Massachusetts* (1992) and *Survey Technical Bulletin #1* (1993), *MHC Interim Survey Guidelines* (March 1999 et seq.), and *MHC Interim Guidelines for Inventory Form Photographs* (2009), *MHC Interim Guidelines for Inventory Form Locational Information* (2016), as well as the Secretary of the Interior's Standards and Guidelines for Identification (1983, copies available from the MHC). These publications and memoranda are all incorporated into this contract by reference. The work to be carried out during each phase, and products due at the end of each phase, are described on the following pages.

SCOPE OF WORK

Phase I (6 weeks)

Tasks:

- (Start-up meeting) Meet with local project coordinator/local historical commission (LPC/LHC) and MHC staff to discuss the scope and inventory methodology of the project and to assess the available documentary materials ((LHC files, local and regional libraries and archive collections, web-based resources, and existing research, maps, local histories, etc.);Select maps, including a working map and large-scale base map (assessor's parcel map is preferred), to identify inventoried areas and properties;
- Determine availability of electronic mapping and parcel data and of town-based GIS data suitable for use in the project;
- Review existing inventory forms on file at both the LHC and at the MHC;
- Conduct initial research and reconnaissance survey to verify the types and geographical distribution of cultural resources, and to develop criteria for selecting properties to be extensively researched in the survey.
- Meet with local project coordinator/local historical commission (LPC/LHC) and MHC staff to review the products of Phase I and discuss outstanding issues related to the selection of properties in Phase II.

Products:

- Working maps and large-scale base map(s) to be used to identify inventoried properties
- Methodology statement, specifying:
 1. Survey objectives;
 2. Criteria for selecting properties for survey;
 3. Procedures to be followed in the survey and forms of products to be created;
 4. Expectations about the kind, location, and character of historic properties to be recorded;
 5. An assessment of existing documentation;
 6. A brief description of the amount and kinds of information to be gathered about the properties;
 7. Bibliography, including identification of web-based resources to be used in the project.

Phase I will be completed by Friday, November 15, 2019

Phase II (8 weeks)

Tasks:

- Conduct continued architectural assessments and documentary research to identify important historic themes, events, and persons for the survey target areas, with particular attention to substantially synthesizing and supplementing the information already available. Research collections should include relevant local, regional and state library and archive collections, as well as web-based research sites.
- Apply selection criteria and prepare list of specific properties to be surveyed.
- Complete representative draft inventory forms for different property types.
- Meet with LHC and MHC staff to review property lists and draft forms.

Products:

- List of properties to be surveyed, arranged alphabetically by street address
- Representative draft inventory forms, to be submitted in both hard copy and MS Word format.

Phase II will be completed by Friday, January 10, 2020

Phase III (20 weeks)

Tasks:

- Conduct intensive research of properties selected for inventory
- Identify contexts for National Register evaluation and apply National Register criteria to inventoried areas and resources;
- Prepare draft list of all areas and resources recommended for National Register nomination;
- Prepare inventory forms with photographs and property location maps. Forms for any surveyed properties listed in the State Register of Historic Places must be marked at top front with appropriate designation code and date.
- Submit draft inventory forms with photographs, draft National Register contexts, and National Register recommendation to MHC and LHC for review and comment (comments to be incorporated during Phase IV).
- In consultation with LHC, MHC survey and MACRIS staff, develop lettering and numbering system for inventoried properties.
- Meet with local project coordinator/local historical commission (LPC/LHC) and MHC staff to review the draft survey forms and National Register nomination recommendations.

Products:

- Unnumbered complete draft inventory forms for approximately 120 properties with photos and locus maps for all areas, buildings, sites, structures, and parks/landscapes. (This information may optionally be submitted in electronic form only for this project phase [CD or DVD].)
- Draft discussion of National Register contexts and list of all areas and resources recommended for National Register nomination

Phase III will be completed by Friday, May 29, 2020

Phase IV (7 weeks)

Tasks:

- Add inventory letters/numbers to forms, if these were not added in Phase III.
- Name MS Word files to conform to MHC file-naming convention.
- Complete National Register Recommendation statements to be attached to appropriate inventory forms.
- Prepare base map(s) identifying inventoried properties.
- Prepare street index of inventoried areas and properties.

Products:

- Hard-copy numbered MHC inventory forms for approximately 120 properties (two sets with original photographic prints: one for MHC and one for the LHC. Inventory forms must be printed single-sided on 24 lb. bond paper of at least 25% cotton fiber content. Photographs must be 3½" x 5½" or 4" x 6" digitally produced ink jet prints using MHC approved printer/paper/ink combinations that produce prints with a minimum 75-year permanence rating. (The paper inventory forms should incorporate the electronic version photograph(s) in addition to an attached photographic print. Only one archivally-permanent paper print, of the primary view, is required for most inventory forms, clipped - not stapled - to each form.)
- Large-scale base map(s) with all inventoried areas and properties identified by inventory number (two sets: one for MHC and one for the LHC).
- Survey Final Report (four *paginated, unbound, single-sided* copies (two for MHC, two for LHC) which will include the following sections:
 1. Abstract;
 2. Methodology statement, including survey objectives, assessment of previous research, selection criteria, procedures followed in the survey, description of products and accomplishments and an explanation of how results of survey differed from those expectations;
 3. Street index of inventoried properties. Areas will be listed separately at the beginning, arranged alphabetically by area name. Individually inventoried properties follow, arranged alphabetically by street name. Property name (if any) and inventory number also will be included on this list;
 4. Final discussion of National Register contexts and list of recommendations for areas and properties to be nominated to the National Register of Historic Places
 5. Further study recommendations; and
 6. Bibliography.
- CD containing a MS Word file for each inventory form. Each Word file should conform to MHC file naming convention, and incorporate photograph(s) and map(s). The CD should also include an MS Word version of the final survey report.
- A separate CD containing high-resolution TIF or JPG images for surveyed properties, identified by street address or MACRIS number, following MHC file naming convention for photographic images. Digital images must be a minimum of 1.0 megapixels in resolution.

** The Survey Final Report must identify the community repository and/or municipal office(s) where completed survey documentation (inventory forms, base maps and final report) will be made available to the public.

Phase IV will be completed and submitted to the MHC and LHC by Friday, July 17, 2020.

**Town of Grafton
Town Administrator's Office
Grafton Municipal Center
30 Providence Road, Grafton, MA 01519**

**Grafton Community-wide
Historic Properties Survey Update**

PRICE QUOTATION FORM

The undersigned hereby submits this price quotation to perform the services outlined in the Request for Quotes for the Town of Grafton Community-wide Historic Properties Survey.

Bidder SIGNATURE: _____

(Print Name): _____

Address: _____

The BIDDER hereby pledges to deliver the complete scope of services required, for the rates and charges shown below:

Cost to complete the project:

Phase I: _____

Phase II: _____

Phase III: _____

Phase IV: _____

TOTAL COST: _____

(not to exceed \$30,000)

Note: Five (5) copies of proposal are to be submitted.

**Town of Grafton
Town Administrator's Office
Grafton Municipal Center
30 Providence Road, Grafton, MA 01519**

Grafton Community-wide Historic Properties Survey Update

QUOTATION SIGNATURE FORM

The undersigned, hereafter called the Bidder, having fully familiarized him/herself with all the request for quotation documents, hereby agrees and declares:

1. That prices inserted in the Price Quotation cover all necessary expenses to fulfill the conditions of the contract within the time stated.
2. Pursuant to M. G. L. c. 62C, § 49A, the Bidder hereby certifies that the Bidder has filed all state tax returns and paid all state taxes required under law.
3. The undersigned certifies under penalties of perjury that this response has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity or group of individuals.

The following items are to be completed by the Bidder, if applicable:

Our Company is: A Corporation _____
 A Partnership _____
 Individually Owned _____

Individual/Company Name: _____

Social Security or Federal Identification Number: _____

Signature of Individual or Authorized Official: _____

Address: _____

Telephone Number: _____

E-mail _____

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under the penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification the word “person” shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity or group of individuals.

Signature of Individual Signing Bid or Proposal: _____

Name of Business: _____

Date: _____

STATEMENT OF TAX COMPLIANCE

Pursuant to M.G.L. Chapter 62C, Section 49A, I certify under penalties of perjury that I, to my best knowledge and belief, have complied with all laws of the Commonwealth of Massachusetts relating to taxes.

Social Security or Federal Identification Number: _____

Signature of individual signing bid or proposal: _____

Date: _____

Attachment E

**CERTIFICATE OF VOTE
OF CORPORATION
(if applicable)**

Date: _____

I, _____, Clerk-Secretary of the corporation named in the foregoing Quotation,
certify that _____ who signed the said Quotation on behalf of
said corporation, was then the _____ of said corporation; that I know his
signature; (Title)

and that his signature thereto is genuine and that said Quotation was duly executed on

_____, 2019.

(Clerk-Secretary)

Date of Incorporation: _____

(Corporate Seal)